

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>
Committed to Equal Opportunity and Reasonable Accommodation



REVISED

POLICE LIEUTENANT **Recruitment Code #: 300225**

OPENING DATE: September 22, 2008

CLOSING DATE: Open until the needs of the city are met. First review of applications will be **November 17, 2008**; this position may close at that time.

In addition to completing the City of Tempe application, applicants must complete the attached supplemental questionnaires.

ANNUAL SALARY RANGE
\$97,122 - \$105,040

This position is FLSA Exempt –ineligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Tempe Supervisor's Association (TSA)

MINIMUM QUALIFICATIONS

Education:

Requires the equivalent to an Associate of Arts Degree (or have successfully completed 60 credit hours with a grade "C" or better) from an accredited college or university.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: if the applicant has no college credits, five years of continuous service as a Sergeant or higher would meet the minimum requirements

Experience:

Requires the equivalent to three years of continuous service as a Sergeant or higher with a State, County or Municipal agency (candidates who will meet their creditable service requirement by November 17, 2008 are eligible to apply).

Candidates must have the minimum amount of work experience. Education will not substitute for the required work experience; however, related unpaid and / or volunteer work experience may be used as qualifying work experience.

Certifications, Licenses and/or Registrations

Applicants must have possession of Arizona Peace Officers Standards and Training (POST) certification and a valid Arizona driver's license at time of application.

ADDITIONAL REQUIREMENTS

- If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.
- **The attached Supplemental Questionnaire and Automatic/Discretionary form must be completed and returned with your application. Incomplete application or supplemental forms will result in being disqualified from further consideration.**
- Applicants will be required to demonstrate proof of the education requirement by submitting official "sealed" transcripts to the Human Resources Department. Those possessing a degree may present the original degree certificate to Human Resources (for copying) as proof of the educational requirement. Proof of the educational requirement must be provided at time of application.
- Referred applicants will receive a polygraph exam and background investigation.

- A post offer, pre-employment drug screen is required for this position as well as successful completion of both a medical and psychological exam.
- Successful completion of probationary period is contingent upon passing an FBI background investigation.

ADDITIONAL INFORMATION

There are multiple phases of the selection process for those candidates invited to participate in the process. The initial phases are tentatively scheduled to include an operational/ management exercise and an oral board. For those recommended to move forward, the remaining phases will consist of a final interview and a background investigation.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Provide management authority in operational activities.
- Provide direct supervision, mentoring and development to assigned sergeants and other subordinate employees.
- Provide guidance and direction to field supervisors and manage major police incidents.
- Sets the tone and direction for a bureau or work unit.
- Responsible for reporting policing or community concerns to the Commander.
- Plan for special events, unusual occurrences, large gatherings and actively manage such events.
- Participate in budget planning, writing of grants and ensuring appropriate budget and City purchasing guidelines are followed.
- Authorized to determine appropriate disciplinary procedures up to written reprimands. Ensure the proper investigation of citizen and internal complaints concerning police activities or conduct during a shift or within the bureau.
- Participate in crime suppression; identify trends, and make recommendations for police response and solutions. Serve as a support unit within the city and police department in addressing emerging and existing crime problems through the identification and implementation of proactive crime reduction strategies.
- Responsible for daily minimum staffing requirements for a shift or work unit, authorized to approve overtime, hold over employees or call in employees to solve problems or shortages.
- Responsible for obtaining the needed equipment, training and supervision support needed for safe police operations.
- Provide watch command function in the Patrol Operations Division, responding to major crime scenes and taking command when appropriate.
- Provide line supervisory support to field operations in a Sergeant's absence. Perform responsible staff and administrative functions.
- Review pursuits to ensure conformity with department pursuit policy. Approve or deny leave or overtime within a work unit, ensuring FLSA guidelines are followed.
- Participate and make recommendations in the development and implementation of department, division or bureau goals and objectives, policies and procedures.
- Perform related duties as assigned.

SELECTION CRITERIA

An official City of Tempe application must be filled out in order to be considered for this position. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment. The City of Tempe conducts thorough background checks.

LIEUTENANT

Supplemental Written Questions

This supplement is designed to allow you an opportunity to highlight your professional experience and writing skills. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested. **Each answer should be typed and doubled spaced with your full name and the recruitment code in the top right hand corner of each page. Your combined responses should not exceed five (5) pages in total.**

1. Please provide a detailed account of your supervisory experience as a Sergeant (or higher). Include the agency you worked for, your rank, length of time in that role, the number of employees you supervised and their rank/title.
2. Please describe your experience working with budgets. Include the size of budget, your role (including rank) and length of experience.
3. Describe the demographics of the agency/agencies you have been employed with as a Sergeant (or higher). Include the size of jurisdiction/population served, size of department/agency (broken down by sworn and non-sworn), and organizational structure of the department/agency (i.e. chain of command).
4. In your rank as a Sergeant or higher, please tell us about your assignments and length of time in each of the assignments.
5. What are the major issues facing the agency you currently work for? Describe the role you have played in helping your agency work through this issue.

AUTOMATIC DISQUALIFIERS

The City of Tempe Police Department and/or Arizona Post will automatically disqualify any individual who has at any time:

- Been convicted of a felony or any offense that would be a felony if committed in Arizona.
- Been dishonorably discharged from the United States armed forces.
- Been previously denied certified status or has his or her current certified status revoked or under suspension.
- Illegally sold, produced, cultivated, or transported marijuana for sale.
- Illegally used marijuana for any purpose within the past three years.
- Illegally used marijuana, dangerous drugs or narcotics other than for experimentation. The use of an illegal drug is presumed to be not for experimentation if:
 1. The use of marijuana exceeds a total of 20 times or exceeds 5 times since the age of 21 years.
 2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 5 times, or exceeds 1 time since the age of 21 years.
- Illegally used marijuana while employed or appointed as a peace officer.
- Illegally sold, produced, cultivated, or transported for sale any dangerous drugs or narcotics, other than marijuana.
- Illegally used dangerous drugs or narcotics, other than marijuana, for any purpose within the past seven years.
 1. This includes, but is not limited to:
 - a. Cocaine/crack, heroin, opium, morphine, LSD/acid, methamphetamine/speed, peyote (except during religious ceremonies), mescaline, or derivatives thereof or steroids after 1994.
- Illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
- Had a pattern of abusing prescription medication.
- Convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three years.
- Been previously employed as a law enforcement agent and since has committed or violated federal, state, or city laws pertaining to criminal activity.
- Been convicted of any crime under a domestic violence statute.
- Lied during any stage of the hiring process.
- Falsified his or her questionnaire or application.

DISCRETIONARY DISQUALIFIERS

The following disqualifiers may, upon review by the Tempe Police Department, make you ineligible to become a City of Tempe Police Lieutenant:

- Unlawful sexual misconduct.
- Excessive traffic violations.
- DUI conviction or suspension of your Arizona driver's license as a result of a DUI.
- Suspension of your Arizona driver's license or driving privileges from another state.
- Commission of a felony.
- Any discharge from the United States armed forces other than an honorable discharge.
- A pattern of failing to meet financial obligations.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of a Police Lieutenant.
- Used or tried any narcotic or dangerous drug by injection.

I certify that I have read and understand the Automatic and Discretionary Disqualifiers associated with the City of Tempe's Police Department positions.

Print Name

Signature

Date



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐ _____
Date

Department Review ☐ _____
Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
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Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
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Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.



Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____